

Directions for Looking Up Alternative Education Schools

1. Click on the following link to reach the [CEPI/SCM](http://cepi.state.mi.us/scm/power_search/index.asp?intPowerSearch=1.T) web site, or use this address in your web browser: http://cepi.state.mi.us/scm/power_search/index.asp?intPowerSearch=1.T
2. This is the **Power Search home page**.
3. Step 1 requires you to click on educational entity types, choose the one(s) that apply to the data you are searching for. For best results, we recommend choosing LEA, ISD, and PSA districts (also LEA, PSA and Non Public Schools buttons).
4. Step 2, choose the type of location. This allows you to choose the geographical scope of your search.
5. Step 3 will offer you counties or cities for your search depending on what you will enter in Step 2. Choose the county/city you would like and hit **ADD**. You may only search for counties or cities individually.
6. Step 4. Refine search by grade level (Optional): Choose Alternative Education then hit the blue **SEARCH** button on the bottom of the box titled Step 6. The results will automatically appear on your screen.
7. This page contains a list of schools/facilities matching your search criteria and a synopsis for each entity. You can view more detailed information about each school/facility by clicking on the school/facility name.

You have a number of options for viewing the entries in your database file. Currently displayed is the first page of 10 results. Clicking on the page number links will take you to the 10 results found on that page. Click the **Next Page** link to view the next 10 entries of your database file. **Prev Page** will take you to the previous 10 search results.

8. You may run as many searches as you would like until you obtain the desired data.
9. The Center for Educational Performance and Information (CEPI) has created a public users guide, which includes step-by-step pictures for the School Code Master (SCM). The above-mentioned steps begin on page 37. Please click on the following link to download the manual: http://www.michigan.gov/documents/SCMUse_49292_7.pdf.

If you have any questions, please contact Sam Sinicropi by phone at 517/241-1162 or by email at sinicropis@michigan.gov.